MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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MARAC TO GIVE SCHOLARSHIPS

Resolved that the Mid-Atlantic Regional Archives Conference agrees to provide a $300 scholarship each to two individuals to attend each MARAC Conference, provided the funding is available in the MARAC budget, as defined by the provisions of this resolution. The scholarship program is defined as follows:

Qualifications

To qualify for this program an individual must meet the following criteria:

a. Be a dues paying member of MARAC and a member of a MARAC State Caucus

b. Be a new member of MARAC with a membership of less than two years duration at the time of application, or

c. Be a new employee in an archival or archives related field, or a graduate student in history or a related field, library science, or a related archival program, having taken at least three credit hours in archival studies. Full time and part time students will be considered.

d. Not received any MARAC scholarship previous to this application.

e. Be from an institution (if employed) that is unable to provide conference expenses.

Application and Selection Process

a. All applications should be sent to the MARAC Education Committee. Applications should be received no later than six months prior to the conference which the applicant would like to attend with scholarship support. If employed, the applicant must also include a statement to the effect that the employing institution is unable to provide expenses to attend MARAC meetings.

b. The Education Committee will review all applications to ensure that the applicant is qualified. State Caucus chairs will be contacted for references on all qualified applicants from their respective states. This process should be completed no later than five months prior to the conference date. When all applications are complete, letters of explanation will be sent to those applicants who were determined to be not qualified.

c. The Education Committee will review all qualified applications and decide which two individuals will receive scholarship support. Those two individuals will receive written notification at least three months in advance of the conference date. Copies of the notification will be sent to the MARAC Treasurer so that arrangements may be made for fund dispersal.

Qualified Scholarship Expenses

a. Scholarship funds may be used for the following:
   1. Conference registration
   2. Workshops
   3. Conference meals
   4. Travel expenses (including hotel, meals, travel)

b. Scholarship funds may not be used for:
   1. Conference tours
   2. Expenses unrelated to conference attendance

Scholarship Funding

These scholarships will be supported from MARAC conference income. Each conference is required to provide a profit (MARAC Conference Guidelines for Local Arrangements Chairs) of at least $2.50 for every conference attendee. After that profit has been taken, any amount equal to 20% of any additional profit will be identified to support scholarships. If this funding fails to provide $600 (two scholarships), the scholarship amounts or the scholarship numbers (two to one, for example) will be reduced, as determined by the MARAC Steering Committee. If no funds are available under this plan, the scholarships will not be offered.

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MARAC TO GIVE SCHOLARSHIPS

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To begin the funding of this program, it is recommended that the 20% figure be applied to the profits from the Fall, 1993 conference in Gettysburg, Pennsylvania. This conference produced a profit exceeding $9,000, and had an attendance of over 300. An approximate 20% of the excess profit would provide over $1,600, still leaving a comfortable profit in the MARAC treasury.

Disbursement of Funds

Payment of scholarship funds will be done by the Treasurer. Payment will be through reimbursement for approved expenses incurred up to $300 upon presentation of receipts. If the scholarship awardee cannot advance expenses, the scholarship will involve direct advance payment of conference expenses to the Local Arrangements Committee with a payment of other related expenses to either the scholarship awardee or the expense source such as the hotel. It is not expected that $300 will cover all expenses to attend a MARAC conference.

Recognition

The scholarship Awardees will be formally presented at the MARAC business meeting at the semi-annual conferences.

Please write for more information to:

Eileen Parris
Chair, Education Committee
Virginia Historical Society
P.O. Box 7311
Richmond, VA 23221-0311

MARAC Richmond

The Commonwealth of Virginia invites all of you to the fall 1994 MARAC meeting to be held in its capital city, Richmond, October 27th through 29th. Richmond has retained much of its historic charm while adapting to meet the needs of twentieth-century Virginians. It has changed significantly since MARAC last met here in the spring of 1985.

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State & Local News

MD

Maryland Historical Society

Two new exhibits featuring archival material will be opening at the Maryland Historical Society this fall. "Celebrating a Collection: The Library of Maryland History" opens on September 14. Commemorating the library's 150th anniversary, the exhibit includes highlights of the rare book, print, photograph, and archival collections. Items planned for display include a Loyalist muster roll, a copy of John Davidge's *Treatise on an Autumnal Epidemic*, Parson Weem's *Tract Against Adultery*, and a copy of the *Maryland Suffrage News*. The exhibit continues through March 16, 1995.

"This Is Our Parish: A documentary View of Baltimore's Catholic Communities" opens on October 14. The exhibit combines documents from both the Historical Society and local parishes and illustrates the vital and varied life of Baltimore's parishes.

★★★★

Howard County Historical Society

The recent acquisition of the Frances Louise Day collection by the library of the Howard County Historical Society marks the largest acquisition to date. It substantially increases the library's holdings and provides information on communities in the western section of the county, an area largely undocumented. The collection includes maps, photographs, slides, books, printed ephemera, newspaper clippings, and government publications. There are also almost 2,000 postcards of Maryland scenes and over 200 scrapbooks. The scrapbooks document not only mid-twentieth century Howard County, but also the surrounding counties of Carroll and Frederick. Extensive material on the Howard County homemakers and the Howard County Fair in the collection helps document the county's rapidly disappearing rural character.

NJ

Finding Aid Disk Provides Unique Access to MetroWest History

With grants from New Jersey Council for the Humanities, Jewish Community Foundation of MetroWest, and New Jersey Historical Commission, an IBM/MAC compatible disk is now available to enable researchers to access information from the Archives of the Jewish Historical Society of MetroWest (JHSMW). An advanced format topical finding aid enables researchers to use specific words or phrases for accessing file information. More than 5,000 entries to date shape the cultural and economic legacy of New Jersey's largest Jewish community. "We are extremely grateful for the continued community support and assistance which will help us serve researchers throughout the world," notes JHSMW President Ruth Fien.

Certified Archivist Joseph A. Settanni supervises the ongoing reference and research activities of the Society. Documents, photographic records, artifacts and personal memorabilia dating back 150 years are housed in a state-of-the-art facility on the Alex Aidekman Family Jewish Community Campus. The MetroWest Community has flourished from its Newark roots and presently encompasses seven counties.

Founded in 1990, the Jewish Historical Society of MetroWest is dedicated to collecting, preserving and chronicling materials and events reflecting the area's rich history. The JHSMW is a beneficiary agency of the United Jewish Federation of MetroWest.

Disks are available by request. Please send $8 shipping and handling fee made payable to: Jewish Historical Society of MetroWest, 901 Route 10, Whippany, New Jersey 07981-1156.

NY

News from the New York State Archives and Records Administration

SARA Celebrates Archives Week. Governor Mario Cuomo has proclaimed October 9-15 as Archives Week in New York, and repositories around the state are planning to celebrate it. SARA will mount an exhibit, "Modern Route, Ancient Roots," that uses documents, photographs and film to depict the transformation of the natural Hudson-Mohawk transportation corridor from an Iroquois pathway to a modern four-lane highway, the New York State Thruway. SARA's Family History Day is a Saturday of free programs for the public. People are invited to learn how to manage everyday records at home and how to trace the history of their house. For children there is an introduction to genealogical research and representatives from community archival, historical, and genealogical organizations will be available all day to share their expertise.

★★★★

Documentary Heritage Program Awards 13 Grants. SARA's Documentary Heritage Program (DHP) announced $100,000 in funding for 13 projects around the State, including a documentation study of the Greek-

American community, workshops on documenting the changes in New York agriculture in the post World War II era, a plan for the ongoing identification and care of the Hebrew Israelite (Black Jewish) congregations, and identification of the permanently valuable records compiled by folklorists. The DHP gives priority to projects that focus on documenting underdocumented groups in the area of post World War II economic change and development and new population groups.

★★★★

Data Sets and Users' Guides Now Available. User-friendly guides to four significant electronic records series have been developed by SARA: Inmate case records from the Department of Correctional Services, the Grievance Tracking System from the Governor's Office of Employee Relations, census data from the New York State Data Center, and statistical information on schools from the State Education Department. Each guide incorporates five basic features to simplify access to the data: a technical requirement sheet that includes hardware and software specifications; the historical development of the system which also describes the original uses for the data; a description of data collection methods; codebooks defining all data elements and file layouts illustrating the structure of each record.

★★★★

Sixth Annual New York Archives Week

In celebration of New York's diverse history, the sixth annual New York Archives Week will be held from October 9-15, 1994. The week will be celebrated with a series of events ranging from walking tours to exhibits.

The week will begin with Family History Fair on Sunday October 9, 1994 from 12:00 noon to 5:00 PM at the New York University's Loeb Student Center, Washington Square South at LaGuardia Place. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents, utilize archives and libraries in and around New York, and employ computers as tools for family history and genealogical research. The Fair will feature dozens of genealogical societies, historical agencies, archival repositories, ethnic organizations, booksellers and other vendors. Free workshops on a variety of topics will be held throughout the afternoon.

During the week, archival repositories and archivists throughout the New York Metropolitan area will present lectures, tours and exhibitions about their various repositories. The activities include an exhibit on the 25th Anniversary of the Red Stockings at the Tamiment Archives of New York University, the Chinese Records Research Project at the National Archives and a talk on the "Museum's Attic" from the Curator of Collections at the South Street Sea Seaport. For a full schedule of events contact: Beverly Dishon at (212) 251-3467.

On Tuesday October 11 the Awards for Distinguished Support of Archives and for Innovative Use of Archives will be presented by the Archivist Round Table. The presentation and reception will be held at the National Arts Club from 6:00 pm to 8:00 pm.

★★★★

Family History Fair to be Held October 9 During Sixth Annual New York Archives Week

New York's annual Family History Fair will be held on Sunday, October 9, 1994, from 12:00 noon to 5:00 pm at New York University's Loeb Student Center, Washington Square South at LaGuardia Place. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents, utilize archives and libraries in and around New York, and employ computers as tools fro family history and genealogical research.

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State & Local News

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The Family History Fair will feature dozens of genealogical societies, historical agencies, archival repositories, ethnic organizations, booksellers and other vendors offering exhibits and information for the family history buff. Free workshops on a variety of topics, as well as computer software demonstrations, will be held throughout the afternoon.

The Fair is the opening event of the sixth annual New York Archives Week, a city-wide celebration of New York's diverse history being held October 9-15, 1994. New York Archives Week is sponsored by the Archivists Round Table of Metropolitan New York, Inc.

★★★★

New York Archives Week on Long Island

The culmination of Archives Week on Long Island, NY will be a Local and Family History Fair, coordinated by the Long Island Archives Conference, at the Hofstra University Student Center on Saturday, October 15, 1994. The Fair will have an exhibit area with representatives from archives, libraries, historical societies, villages, towns, school districts, and family and historical organizations as well as vendors. There will be 25 free lectures on topics dealing with local and family history, educational uses of records, archival and library issues, and Long Island studies. The event is co-sponsored by the Long Island Studies Institute of Hofstra University, the Long Island Library Resources Council, Friends for Long Island's Heritage, and the New York State Archives and Records Administration. For further details write to Karen Martin, Registrar, Huntington Historical Society, 209 Main Street, Huntington, NY 11743. Phone (516) 427-7064.

★★★★

New Guidelines Pave the Way for Keeping Records Electronically

A New York State agency's day in court will probably get better if it follows "Guidelines for the Legal Acceptance of Public Records in an Emerging Electronic Environment," an informative 35-page booklet from the New York State Archives and Records Administration, part of the State Education Department. Or, at least, its records will not be assailed as unreliable because this booklet advises an agency what to do to enhance the likelihood that its electronic records will be accepted by the court.

Generally, courts will admit records into evidence if they are reliable, complete, accurate, and created in the normal course of business. As State agencies increase their use of sophisticated information technologies such as digital imaging, electronic filing, and electronic data interchange to manage their records, questions arise about these records' authenticity and reliability.

"Guidelines for Legal Acceptance of Public Records" points out that safeguards can be built into today's modern information technology systems. The best evidence is not dependent on a specifically sanctioned technology used to create a record, but on showing that the record was the result of a process or system that accurately produced it. An entire section of the booklet describes measures that agency staff can take to increase the chances that a record will be accepted in legal proceedings. Such measures include establishing policies and procedures that define proper development, maintenance, and use of modern information technology and developing training and support programs for staff. Controls should be in place that monitor the accuracy and authenticity of data and the reliability of the hardware and software.

According to Margaret Hedstrom, Chief of State Government Records Advisory Services at SARA, "State agencies should focus on the reliability and accuracy of the systems and processes that produce the records rather than on any innate characteristic of their format or medium."

"Guidelines for Legal Acceptance of Public Records" is one of many publications produced by the New York State Archives and Records Administration as part of its records management services to New York State agencies. It also offers workshops and technical advice and assistance to help agencies manage records in all formats. As part of its mission, SARA also advises agencies on designing and maintaining automated information systems to ensure that they meet legal and program requirements. [For additional information, contact SARA's Records Advisory Services at (518) 474-6771.]

★★★★

On The Internet: The New York State Archives and Records Administration

The New York State Archives and Records Administration (SARA) is now using the Internet to make information about State Archives holdings, exhibits, and grant programs for records in New York State instantly and easily accessible. Researchers, teachers, public policy analysts and any citizen can quickly learn about what records are in the State Archives and how they can be used, as well as about other services provided by SARA. SARA established its presence on the Internet by launching the SARA Gopher on July 29. Gopher is a very popular software tool that organizes information and makes it available through the Internet. Since the Gopher was established, more than 3,700 people have used it to obtain information about SARA.

SARA preserves and makes available for research the permanently valuable records created by New York's colonial and state government. SARA also provides records and information management services for New York's state and local government agencies. SARA is capitalizing on the rapidly growing use of the Internet to help meet the information needs of re-

searchers, genealogists, New York State and local government officials, and the general public.

Anyone with access to the Internet can view lists of all of the records preserved in the State Archives and find out how to gain access to State archival records. The Gopher has the full-text of guides for military history records, women's history sources, genealogical records, vital records of the Erie Canal, and other materials held by the archives. The SARA Gopher is also an easy and convenient way to connect to the on-line public access catalog of holdings of the State Archives. The Archives contains over 100 million policy and administrative documents of New York State government agencies from the 17th century to the present. Items of current interest such as exhibit announcements, lists of new accessions and information on upcoming events at SARA will also be available through the Gopher. SARA plans to expand the Gopher to provide additional resources to anyone using the Internet.

The SARA Gopher can be accessed by "gophering" to UNIX6.NYSED.GOV. The service is available 24 hours a day. For further information about the SARA Gopher contact: New York State Archives and Records Administration, State Government Records Programs, Cultural Education Center Room 9C71, Albany, NY 12230, e-mail: gosys@unix6.nysed.gov.

PA

Carnegie Mellon Receives $1 Million to Develop Electronic Archive for Heinz Papers

Carnegie Mellon University has received more than $1 million to develop an electronic, historical archive of the papers of the late Senator H. John Heinz III of Pennsylvania.

Money for the Heinz Electronic-Library Interactive Online System (HELIOS) was donated by the Teresa and H. John Heinz III Foundation, Heinz Company Foundation, and the Howard and Vira I. Heinz endowments.

The gift supports the establishment of the archives, where the congressional papers of the late senator are being preserved and digitized to make them accessible from remote locations via computer network.

The university and CLARITECH, the Pittsburgh-based, text-retrieval and information-management company that provided the software for HELIOS, will provide additional funding of $450,000 and $260,000, respectively, for the project. CLARITECH is a Carnegie Mellon spin-off company that transfers information software developed at the university to commercial markets.

Carnegie Mellon will continue to make acquisitions for the Heinz archive in the policy areas that were of special interest to the senator, such as the environment, international trade, aging and health.

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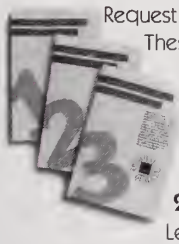

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The Right Path to Follow

State & Local News

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According to Edward Galloway, Heinz archivist at Carnegie Mellon, the Heinz archive system will revolutionize the way research is conducted. Documents once available only at specific locations will now be as close as the nearest personal computer. Moreover, HELIOS will radically alter the way archivists work by allowing them to quickly and accurately catalog, organize and document the holdings of large collections, Galloway said.

Funding for HELIOS was awarded to a group representing the Carnegie Mellon Libraries' automation and archives departments, as well as the university's Laboratory for Computational Linguistics (LCL). These departments will work closely with CLARITECH. The project team is headed by University Librarian Charles B. Lowry and David A. Evans, associate professor of linguistics and computer science.

"Our goal is to develop an electronic archive that will serve as a model to the archival profession," Lowry said. "We expect to create an archival information-technology environment that dramatically increases the depth of indexing and the quality of retrieval beyond what archiving resources have traditionally allowed."

HELIOS will combine Carnegie Mellon's modern library system, which incorporates distributed computing, telecommunications, and the storage and display of full-text images, with software based on Natural-Language Processing (NLP) techniques developed at the university's Laboratory for Computational Linguistics.

"The NLP technologies have been implemented in an information-management system called CLARIT," Evans said. "Powerful enough to work with large bodies of full-text information, CLARIT NLP produces precision and recall far superior to keyword and Boolean techniques. HELIOS will set a high standard for the state of the art demanded by a full-text, digital archive."

By the end of the three-year project, about one million of the most significant documents in the four-million-piece Heinz collection will be digitized and the images converted to machine-readable text. These documents will include legislative material generated by the senator and his legislative aides, committee work, correspondence, and regional and statewide projects, according to Galloway.

CLARITECH and University Libraries are working together on requirements for three interfaces — scanning/clerical interface, archivist interface and user interface. CLARITECH will implement the interface design that will make it possible for scholars, researchers and general users to browse, search and analyze the archive's holdings.

The Pittsburgh-based Howard and Vira I. Heinz endowments are among the nation's largest philanthropic organizations. Their mission is to support progress in community development, the arts, education, health, human services and the environment. The Teresa and H. John Heinz III Foundation, one of the Heinz Family Philanthropies, supports a diverse array of projects, primarily relating to the environment and culture.

Carnegie Mellon has emerged as one of the nation's premier private research universities. The university's interdisciplinary approach provides graduates with professional and technical skills and a strong science and liberal arts background. Its internationally recognized programs encompass the areas of engineering, technology, science, liberal arts, fine arts and public and private management.

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Mayor Rendell Receives Penn's 1701 Charter

In a special ceremony held on May 24, 1994, at City Hall, Mayor Edward G. Rendell accepted return of William Penn's 1701 Charter for Philadelphia following measures to restore the document which had begun to deteriorate after nearly 40 years of public exhibition. With funding from the Thomas Skelton Harrison Foundation, the Philadelphia Department of Records was able to conserve the document which governed civic affairs for the City and County of Philadelphia until 1776.

"I'm very proud of the role that Jesse (Rendell) and his class at William Penn Charter School played in helping to preserve this important piece of Philadelphia's history for future generations of school children and scholars," said Mayor Rendell. It was while on a class trip to City Hall in 1992 that the Mayor's son and his classmates observed the state of deterioration of the Charter.

Stephen Bonnie, Director of Admissions at Penn Charter, and Margorie O. Rendell, Philadelphia's First Lady, were instrumental in securing the funds to pay for the Charter's critical conservation work. It is now placed with the other historical documents at the City Archives where it can be consulted by the public.

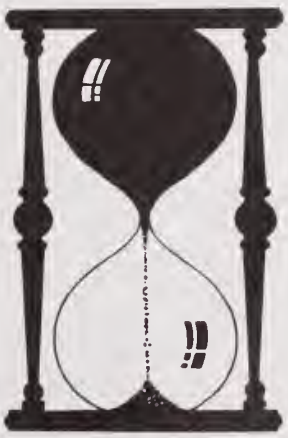
Established in 1919, the Thomas Skelton Harrison Foundation provides funding to research municipal government and its problems; to identify new means of cooperative action between government and private citizens; to address current social problems, and to disseminate information that helps to inform judgments on important questions of public policy. The Philadelphia City Archives is a unit of the Philadelphia Department of Records. Its mission is to preserve all city records of historical, administrative, legal, research, cultural, or other important value.

VA

The Library of Virginia and representatives from Virginia Colleges and Universities have worked together to produce LOVERS (Library of Virginia Electronic Retention Schedules). While intended for colleges and universities in the Commonwealth of Virginia, the schedules are available online through the Library of Virginia and Virginia Commonwealth University networks.

★★★★

The University of Virginia Special Collections department is establishing a Special Collections Digital Center (SCDC) to support the needs of faculty, students and staff who want rare books, manuscripts, and other rare and fragile materials digitized. Equipment for the center is being underwritten in part by a grant from the Richard and Caroline T. Gwathmey Trust. The Center joins several other established electronic services within the University Library system, including the Electronic Text Center, the Digital Image Center within the Fine Arts Library, the Data Center for Public Documents, and the Multi-media Center, which assists faculty in developing media use for the classroom.



National Archives Undergoing Streamlining

The National Archives, as with other agencies of the Federal Government, is currently undergoing a streamlining and flattening process as part of the emphasis on "reinventing" government to make it more efficient and responsible. As part of that process, staff services units of the National Archives are being reorganized effective October 1, 1994 as follows:

Key organizational changes include:

- creation of a Professional Development and Training staff within the Office of the Archivist;
- Abolishment of the Office of Management and Administration and the establishment of two service units to support NARA's program offices: an Administrative Services unit; and a Policy and Information Resources Management Services unit.

The Professional Development and Training staff will coordinate and monitor a career counseling, coordinate and develop training services, and administer the Career Intern Development (CIDS) program. The staff will also coordinate training of archival professionals by administering the Modern Archives Institute and providing training and assistance to visiting foreign archivists.

The Administrative Services will focus on the delivery of administrative services and support to program units in the areas of budget and finance, procurement, personnel, and facilities.

The Policy and Information Resources Management Services will promote a program perspective in agency-wide policy, planning, and information resources management. This new unit will provide coordination and support for NARA-wide policy, planning, and research, with emphasis on the implications of new technologies for archives and records management. The unit will also enable NARA to focus limited resources on exploiting new technologies and the emerging National Information Infrastructure to develop and make reliable information resources available nationwide to staff and customers.

Reference Shelf

"Managing a Mold Invasion: Guidelines for Disaster Response," is a new technical bulletin produced by the Conservation Center for Art and Historic Artifacts. This is envisioned as the first in a series of technical bulletins to be produced in the next several years. Copies are available at a cost of $3.50, including postage, from the Conservation Center for Art and Historic Artifacts.

★★★★

Free Publication Now Available

GIL 1; National Archives of the United States

This general introduction to the National Archives has been updated to include information about the National Archives at College Park.

To receive copies of free publications, write to the Publications Sales Office (Mail Order), National Archives Room G-9, 7th & Pennsylvania Ave., NW, Washington, DC 20408, or call 1 (800) 788-6282 (in the Washington, DC, area call (202) 501-5235)

MARAC NEWS

Finding Aids Submissions

The MARAC Finding Aids Awards Committee is seeking submissions of guides, inventories, and other finding aids for the 1994 competition. Published guides and inventories must have a 1994 publication date. Finding aids submitted in manuscript form must include an introduction, be in a format suitable for publication, and should have been available for public use and distribution during calendar year 1994.

Two copies of each submission should be sent to:

Nancy L. P. Fortna
Office of Federal Records Centers (NCF)
The National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Submissions must be postmarked no later than December 31, 1994. The winners will be announced at the Spring MARAC Meeting in Baltimore, Maryland.
For further information, contact Nancy Fortna at (301) 713-7210.

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MARAC NEWS

Mid-Atlantic Regional Archives Conference (MARAC) and Oral History in the Mid-Atlantic Region (OHMAR) Present Joint Spring Conference, April 20-22, 1995

The Mid-Atlantic Regional Archives Conference (MARAC) joins forces with Oral History in the Mid-Atlantic Region (OHMAR) to host an annual conference in Baltimore April 20-22, 1995. Held in the historic Radisson Lord Baltimore Hotel, the conference will explore issues of mutual concern to archivists and oral historians, and will feature speakers, workshops and plenary sessions, as well as tours of Baltimore and regional attractions, and a reception at the Baltimore Museum of Industry. The topics addressed will be of particular interest to folklorists, archivists, oral historians, and cultural anthropologists. For more information about the conference, and how to register, please call (410) 539-0872 ext. 345.

★★★★

Mentoring in MARAC

The MARAC Mentoring Program has gotten off to a good start. The Membership Development Committee was able to pair nine mentees with mentors, but we now have a waiting list of mentees. At this time, we have five mentees waiting for mentors and one mentor willing to take a mentee from the Philadelphia area. The program is intentionally flexible to accommodate the various needs and expectations of the participants. The Committee has program guidelines, but the details of the mentoring partnership are to be worked out between the two parties. If you wish to participate in this program or want more information, contact Jennie Guilbaud at (301) 713-6677, ext. 271, or electronically at jguilbau@nara.gov. We hope to see the mentors and mentees, along with the other new members, at the New Members Orientation Meeting at 8:00 a.m., Friday, October 28, in Richmond, Virginia.

Please fill out and mail in application.

Mid-Atlantic Regional Archives Conference Mentoring Program Application

The MARAC Mentoring Program pairs experienced MARAC members with students and new members to assist the newer members in identifying interests, set career goals, and help in developing professional contacts. The mentors and mentees are encouraged to schedule initial meetings during the Spring or Fall Conferences, especially at the New Member Orientation Meeting.

Guidelines

- Contact can be initiated by either participant, but the onus is on the Mentee
- Mentor and Mentee should discuss and define what each expects from the program
- The Membership Development Committee encourages the Mentors and Mentees to meet during MARAC's semi-annual conference meetings
- Discuss strengths and interests of the Mentees
- Identify and suggest career enhancement opportunities
- Introduce the Mentee to other professional colleagues
- Keep the contact informal
- Participants must contact each other at least once

I am interested in becoming a: **MENTOR** ☐ **MENTEE** ☐

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ Fax: _____

E-Mail: _____

Archival Interests or Experiences:

☐ Accessioning	☐ Appraisal	☐ Records Management
☐ Manuscripts	☐ Automation	☐ Audiovisual Records
☐ Description	☐ Preservation	☐ Government Records
☐ Reference	☐ Microfilm	☐ Religious Collections
☐ Management	☐ Outreach	☐ University Collections
☐ Consulting	☐ Education	☐ Business Archives
☐ Other		

Send Applications and Comments to:

Jennie Diaz Guilbaud
Agency Services Division (NIA)
National Archives at College Park
86101 Adelphi Road
College Park, MD 20740-6001

Phone: (301) 713-6677, ext. 271
Fax: (301) 713-6850

Institutional Profile

The Archives of Tudor Place Foundation, Inc.

Tudor Place Foundation owns Tudor Place, an historic house in Washington, D.C., and maintains the architectural landmark as a museum. Located on five acres on the heights of Georgetown, the residence was designed by Dr. William Thornton, the first architect of the United States Capitol, for Thomas Peter (1769-1834).

Completed in 1816, Tudor Place is one of the few high-style Neoclassical domestic structures built during the Federal period. Its circular, domed portico front, recalling a classical temple, is unique in American domestic architecture.

Both Thomas Peter and his wife, Martha Parke (Custis) Peter (1777-1854), were socially prominent. Martha Peter was a granddaughter of Martha Washington and benefited from the estate of George Washington. In fact, she used her Washington inheritance to purchase the property in 1805. Thomas Peter was the son of Robert Peter, a tobacco merchant who served as the first mayor of Georgetown. Robert Peter was also one of the major landowners to transfer property to the Federal Government to establish the Federal City.

In addition to the architectural significance of Tudor Place and the prominence of its inhabitants, the structure is notable for the collections it houses. The residence was lived in by successive generations of the Peter family from 1805 through 1984 and its collections reflect the family's concern with preserving artifacts important to family history. Certainly, the most notable among these artifacts are the Mount Vernon furniture, china, household items, and manuscripts. However, the other furnishings of the house, enriched by successive marriages, inheritances, and purchases, also reflect a rare domestic continuity for over 180 years, and include contributions from many collateral branches of the family.

The last owner of the house, Armistead Peter, III, established Tudor Place Foundation to maintain the property after his death, and the house opened as a museum in 1988. The extensive manuscript collection at Tudor Place has been used to document and interpret the house, its contents, and the garden. However, the majority of the papers remained in the condition in which the family had left them until October, 1991, when project archivist James Kaser began organizing and describing them under a National Historical Publications and Records Commission grant. Over 250 linear feet of family papers were discovered in the house, many of them still wrapped in ribbon and stored in trunks, drawers, and boxes.

There are 23 manuscript collections at Tudor Place, 13 of them of major importance. The largest amount of material was generated by owners of Tudor Place. Of these, the papers of Thomas and Martha Peter, the first occupants of the house, are the smallest in number. Although fragmentary, inventories of property and financial ledgers shed light on the extent of Thomas and Martha Peter's wealth. Of particular interest is a list of the slaves that Martha inherited from the Custis estate. Also of interest are the papers related to Thomas Peter's role as one of the executors of Martha Washington's estate. There is also a small but important collection of Martha Washington's papers, including one of the only two surviving letters written by George Washington to his wife, as well as letters of condolence written to her after his death.

The papers of three other owners of Tudor Place, Britannia (Peter) Kennon (1815-1911), Armistead Peter, Jr. (1870-1960), and Armistead Peter, III (1896-1983), contain the information of most value on daily life, on the furnishings of the house, and on the garden. Britannia, the daughter of Thomas and Martha Peter, was born at Tudor Place and, with the exception of the periods 1842-1844 and 1858-1861, lived her entire life on the property. Her papers include correspondence, subject files, legal documents, financial documents, and scrapbook material. The correspondence provides information about the history of the Peter family and the

financial documents detail household expenses from 1863 until her death. There are also some references to the many local charitable organizations she was involved with, as well as to her role in the early history of the Daughters of the American Revolution and the National Society of the Colonial Dames of America.

The largest manuscript collection at Tudor Place is that of Armistead Peter, Jr., Britannia's grandson. One of five children of Dr. Armistead Peter and Martha Custis (Kennon) Peter, he became, after the death of his grandmother in 1911, the third owner of Tudor Place. He had married a cousin, Anna (Williams) Peter, daughter of Laurence and Sarah (Law) Williams in 1894, and his only child, Armistead Peter, III, became the final private owner of the house upon his death in 1960.

The Armistead Peter, Jr. Papers include correspondence, subject files, diaries, note files, legal documents, financial documents, scrapbook material, and printed material. The material includes detailed financial records from most of Armistead Jr.'s adult life; the complete record for the renovations of the residence in 1914; a large body of social correspondence; diaries dating from 1890 to 1957; and voluminous notes on genealogy, family history, the objects at Tudor Place, the garden, and daily life.

The papers of the last private owner of Tudor Place, Armistead Peter, III, also contain detailed financial records, not only for Tudor Place (the house, garden, and collection), but also for his farm in New York State. In addition, they contain information on genealogy and family history. Another aspect is the documentation they provide for the creation of what was to become Tudor Place Foundation and other efforts to preserve the house and grounds and the surrounding neighborhood.

Many collateral branches of the family are also represented in the Tudor Place manuscript collection. There is correspondence to and from members of the Custis-Lee family at Arlington House, including George Washington Parke Custis, who was Martha Peter's brother. The papers of members of the family of George Law, a New York transportation tycoon, document the lives of two wealthy women during the Gilded Age. The Williams family papers document the life of America (Peter) Williams (daughter of Thomas and Martha Peter), her husband, Capt. William George Williams of the Corps of Topographical Engineers, and their descendants.

One of the most interesting secondary collections is the Paul Wayland Bartlett Papers. Bartlett (1865-1925), the stepfather of Armistead Peter, III's first wife, was a sculptor of international renown. Among his many important commissions were works for the United States Capitol and the Library of Congress. The papers at Tudor Place document the sources for his sculpture and the history of individual commissions, and complement the larger collection at the Library of Congress.

The Foundation continues to add to its holdings through gifts and loans. A guide to the manuscript collection is available upon request. The Tudor Place Archives are open by appointment to researchers. For information, call Anne C. Webb, Assistant Curator/Archivist, at (202) 965-0166.

— *James Kaser, Ph.D.*
Public Services/Collection Development Librarian
Special Collections
The Gelman Library
The George Washington University
Washington, DC 20052

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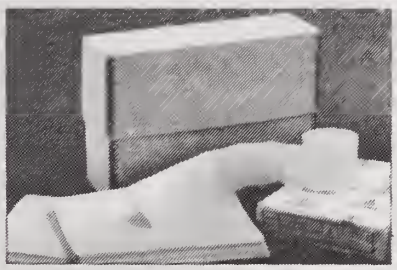

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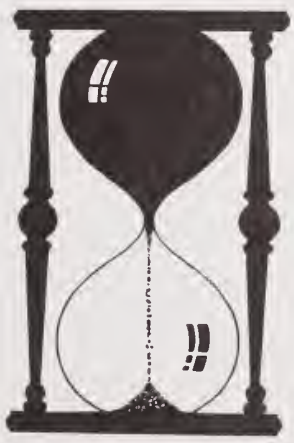


News Notes

Clemson University's Special Collections Reopens

The Special Collections Unit at Clemson University Libraries in Clemson, South Carolina is pleased to announce the resumption of researcher access to its collections. Access to Special Collections had been limited prior to this announcement due to the installation of compact shelving and the resulting move of 8,675 boxes of material. For more information write to Special Collections, Clemson University Libraries, Box 343001, Clemson, SC 29634-3001 or call (803) 656-3031.

★★★★

Gaylord Collections Conservation Award Announced

The first Gaylord Collections Conservation Award was won by Karen Jones of Jefferson County Public Library, Lakewood, Colorado. The award included a $1000 grant for professional development in the conservation of library and archival collections and an all expense paid trip to attend the annual conference of the American Institute of Conservation. Mr. John Boral, Director of Marketing for Gaylord Bros., presented Ms. Jones with a certificate honoring her achievement on June 10th at the A.I.C. conference in Nashville, Tennessee.

The Award is given annually and applications are currently being accepted for 1995. The Award will include a $1000 grant and an all expense paid trip to the annual conference of the American Institute of Conservation in St. Paul, Minnesota, in June 1995. For more information and an application form, call Gaylord Customer Service at (800) 448-6160 or the Gaylord Preservation Help Line at (800) 428-6160. The deadline for submission is December 1, 1994.

★★★★

Goad Fire Insurance Plans

MicroColor International recently was awarded a contract to supply color microfilm to the National Archives of Canada. The 105mm Cibachrome Color Microfilm (now called Ilfochrome) will be used in the Archives' Opticopy Camera. All processing and technical support will be provided from MicroColor's New Jersey office.

This is a joint preservation project between the National Archives of Canada and the British Library, London, England. The Goad fire insurance plans of Canadian cities are made up of approximately 8000 sheets some of which will require preservation before filming. The maps will be filmed in black and white and color and are on temporary 5 - year loan to the National Archives from the British Library.

These maps were originally published by Charles E. Goad between 1881 and 1910 and represent a comprehensive survey of some 1,300 towns and cities in Canada.

★★★★

Call for Papers

The third annual conference of the Society for the History of Authorship, Reading and Publishing will meet July 15-17, 1995 at the University of Edinburgh. SHARP welcomes proposals for papers dealing with the creation, diffusion, or reception of the written word in any historical period. Conference proceedings will be in English, but papers may deal with any national literature. There are no limitations on topics, but we may organize special panels on publishers' archives, electronic texts, periodicals and newspapers, Scotland, interdisciplinarity and cultural studies, ongoing collaborative research projects, and teaching programs in book history.

Proposals (one page maximum), and inquiries concerning the conference itself, should be sent to the conference host, Dr. Bill Bell, Department of English Literature, University of Edinburgh, 5 Buccleuch Place, Edinburgh EH8 9JX, Scotland. The deadline for proposals is November 1, 1994.

For information about joining SHARP and subscribing to the SHARP newsletter, contact Jonathan Rose, History Department, Drew University, Madison, NJ 07940, USA.

★★★★

Applications are invited for the tenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year; the stipend is $1500 per month. Applications must be received by February 15, 1995. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

★★★★

Bentley 1995 Fellowships

The Bentley Historical Library, University of Michigan, will host the thirteenth year of its Research Fellowship Program for Study of Modern Archives in summer 1995. Both individual fellowships and team fellowships are available. The program will award research stipends to individual fellows ($4,000/month). A housing allowance is also awarded. Team fellowship awards are based on negotiations with the program directors. Further information about the 1995 program and application forms are available from William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2113. Post mark deadline for applications is December 16, 1994.

★★★★

Visiting Scholars Program

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program. The purpose of this program is to assist researchers by providing financial awards for on-campus work in the

center's archives. Awards are normally from $500 to $1,000 to defray the cost of travel and lodging. The center's holdings are composed of the papers of 51 members of Congress, most of whom served in the twentieth century.

The program is open to any applicant and applications are accepted at any time. Emphasis is given to those doing post-doctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply.

To obtain more information, contact Archivist, Carl Albert Center, 630 Parrington Oval, University of Oklahoma, Norman, Oklahoma 73019, (405) 325-5401, fax (405) 325-6419.

Association News

Call for Proposals

The 1995 annual meeting of the Oral History Association will be held on October 19-22 in Milwaukee, Wisconsin. The conference theme: Reflections on Relationships in Oral History Research. The OHA invites scholars and practitioners from a variety of disciplines and fields to submit proposals for individual papers, panels, round tables, workshops and entire sessions. Proposals on other subjects are also welcome.

Deadline: December 15, 1994. For more information or to submit proposals, contact Prof. Michael A. Gordon, Dept. of History, University of Wisconsin-Milwaukee, P.O. Box 413, Milwaukee, WI 53201, Tel. (414) 229-4314, Fax: (414) 229-6827, E-mail: mgordon@csd4.csd.uwm.edu; or Prof. Gwen Etter-Lewis, Dept. of English, Western Michigan University, Kalamazoo, MI 49008-5092, Tel.: (616) 387-2629, Fax: (616) 387-3999, E-mail: etter_lewis@wmich.edu.

★★★★

Precollegiate Teaching Award

The Oral History Association announces the inauguration of an awards program to recognize outstanding work in oral history in the following categories: publications, media and exhibition, and teaching. In 1995 and subsequent odd-numbered years the award will be made to a precollegiate teacher who has made exemplary use of oral history in the classroom. In 1996 and subsequent even-numbered years the award will be made to a college or university professor who has made outstanding use of oral history in the classroom.

Awards are honorific and will be announced at the Association's annual meeting, in 1995 in Milwaukee, October 19-22; in 1996, in Philadelphia, October 10-13. The award-winning teacher will receive a framed award certificate, a one-year membership in the OHA, and registration to the meeting at which the award will be made.

Criteria for the award are:

- the teacher must have developed an innovative philosophy or strategy for the use of oral history: and/or successfully implemented an existing strategy for doing oral history with students; and/or used oral history in print or other format to enhance learning;
- the teacher's work or approach must be a model for the use of oral history in education;
- the teacher must demonstrate knowledge of the literature relating to oral history and its use in education;
- the project or curriculum must reflect appropriate standards for historical research, oral story interviewing, preservation of completed tapes (and transcripts, where applicable), and presentation;
- the oral history project or curriculum must have a civic or community component.

To nominate a teacher or educational professional for this award: submit five copies of each of the following materials to the teaching awards committee:

- a two or three page statement describing both the teacher's philosophy or goals relating to the use of oral history in an educational setting and the details of the oral history project or curriculum the teacher has developed;
- supporting materials such as syllabi, assignments, transcripts, public announcements, publications, etc.
- a nominating or supporting letter describing both the educator's use of oral history and the rationale for the nomination.

Nominations may come from teachers themselves or from colleagues, students, school administrators, or community members who recognize the accomplishments of a teacher in using oral history to enhance education. In all cases, nominations must be for work completed between January 1, 1993 and March 30, 1995.

UPCOMING MARAC MEETINGS

Spring Meeting 1995
Baltimore, Maryland
April 22-23, 1995

Fall Meeting 1995
Wilmington, Delaware
November 6th - 9th

Spring Meeting 1996
College Park, Maryland
May 2nd - 4th (tentative date)

Fall Meeting 1996
Wilmington, Delaware
November 6th - 9th

Spring Meeting 1997
Charlottesville, Virginia
No dates set

Fall Meeting 1997
Wilmington, Delaware
November 5th - 8th

Spring Meeting 1998
State College, Pennsylvania
No dates set

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.

University Archivist

The Catholic University of America

The Catholic University of America is seeking a University Archivist to administer, develop, organize, preserve and provide appropriate access to records held in the Department of Archives, Manuscripts, and Museum Collections.

The Department is dedicated to preserving the records of The Catholic University of America which reflect more than a century of leadership in the major intellectual, social, and cultural movements in American Catholicism. The Archives also include a large and diverse assemblage of manuscript collections relating to many facets of American life including the history of the American Catholic Church, labor history, social welfare, and immigration and ethnic studies.

The University Archivist supervises the archives staff and reports to the Director of Libraries.

Qualified applicants must possess an advanced degree, preferably a Ph.D. in History; comprehensive knowledge of the Catholic Church; extensive coursework in archival administration; and substantial experience in archives management including manuscript administration, records management, conservation, and organization of museum collections.

Salary: Competitive

Review of applications will begin on November 1, 1994

To apply, send letter of application with resume and names of references to: Adele R. Chwalek, Director of Libraries, 308 Mullen Library, The Catholic University of America, Washington, DC 20064.

Curator of Prints and Photographs

The Library Company of Philadelphia

The Library Company of Philadelphia, founded in 1731, is an independent research library with a staff of twenty and with important collections of rare books, manuscripts, and graphics that document every aspect of American history and culture up to the late 19th century. It has a significant regional and national graphics collection that numbers more than 75,000 items and is particularly strong in early prints, drawings, and photographic images created in the Philadelphia area and/or depicting views of the regions. The graphics collection is supported by excellent holdings of early photographic literature and illustrated books.

Responsibilities: The Curator of Prints and Photographs is a department head who reports to the Librarian. The Curator interprets the collection to a broad scholarly and general constituency; makes acquisitions and writes reports on them; supervises a small staff responsible for accessioning and cataloguing the collection, maintaining the departmental reading room, and answering inquiries by phone and mail; organizes occasional exhibitions and prepares related publications; represents the Library Company in local and national professional organizations; works with Conservators both in-house and contract; and oversees departmental loans, rights, and reproductions.

Qualifications: There are no formal education requirements. Applicants should have significant experience with iconographic materials; a record of scholarly productivity; administrative and supervisory experience, preferably in a museum or research library; and outstanding communication skills.

Salary: Negotiable, depending on qualifications and experience. Full benefits package.

To apply: Nominations are welcome. Applicants should send a letter of interest and interests, with a complete resume and the names, addresses, and telephone numbers of three references, by October 15, 1994 to Search Committee, The Library Company of Philadelphia, 1314 Locust St., Philadelphia, PA 19107-5698.

ARCHIVIST

The Joint Free Public Library of Morristown and Morris Township is seeking a part-time archivist (21 hrs./wk.) for its Local History & Genealogy Dept. The Archivist will serve as manager of the Library's archival and special collections, as well as preservation officer for the Library. Duties include arranging, describing and maintaining our non-book collections, helping to acquire materials, and coordinating the Library's disaster plan.

Position requires Master of Library or Information Science degree, with a strong background in archival studies, or certification from the Academy of Certified Archivists. Applicants should be up-to-date with preservation techniques.

Forward enquiries or resumes to: Lesley Douthwaite, Joint Free Public Library of Morristown and Morris Township, 1 Miller Road, Morristown, NJ 079060.

People

Pam Narbeth has joined the staff of the John Nicholas Brown Center for the Study of American Civilization at Brown University as Project Archivist for a 2 year NEH-funded collaborative project with the John Carter Brown Library and the Rhode Island Historical Society to process the archival collections of the Brown family of Providence.

★★★★

John F. Hackett, formerly Records Administrator & Archivist with the city of Alexandria, Virginia, has been appointed Records Manager for the Kevric Company, a scientific and engineering consulting firm located in Silver Spring, Maryland.

★★★★

Mary-Jane Dowd, National Archives, has been presented the Archivist's Achievement Award in recognition of her "unstinting effort and dedication to the completion of Inventory No. 16, *Records of the Office of Public Buildings and Public Parks of the National Capital*, Record Group 42."

★★★★

Dr. John E. Ingram, Curator of Special Collections for the Colonial Williamsburg Foundation Library, will be leaving Williamsburg to become Chair of Special Collections, Smathers Library, University of Florida, Gainesville. John joined Colonial Williamsburg in 1979 as Research Archivist.

New MARAC Members

Stephen Barto
NY Municipal Archives

Dr. Karen Buchholz
Afro-American Historical and Cultural Museum

Patricia Burke
Long Island University

Claire Collier
No affiliation

Charles Paul Miller
NYC Department of Records and Information Services

Gregory Smith
Southern Historical Collection

Ernest Staley
The Mercersburg Academy

Johnnie S. Taggert
Virginia Historical Society

Ricard C. Wandel
National Museum and Archive of Lesbian and Gay History

Denise Davis
Balch Institute

Mike Faber
Paxton Record Retention Company

Carolyn Frantz
Warren Heritage Society

Amy Hall
Isamu Noguchi Foundation, Inc.

Bettina E. Hess
Hagley Museum and Library

Elizabeth G. Van Tuyl
SUNY, Albany

John K. Gott
Fauquier Heritage Society

Karen Kaiser
AAHPERD

Margaret Kukis
National Archives

Terri Licari-Demay
Astra-Merck Group

Anne Heider Baker
Gunston Hall Plantation

Tony Gonzales
Library of Congress

Martha Harmon
No affiliation

Daniel Linke
Princeton University

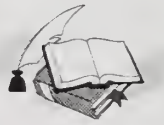
Charles E. Schamel
National Archives

Betty Septer
Hlghtstown (NJ) High School

Nancy Sifton
No affiliation

NHPRC Grants in the MARAC Area

- **East Stroudsburg University,** East Stroudsburg, PA: A matching grant of up to $34,000 for the *Papers of the War Department, 1784-1800.*
- **Colgate Rochester Divinity School Bexley Hall/Crozer Theological Seminary,** Rochester, NY: A grant of up to $56,000 ($20,000 matching) for the *Howard Thurman Papers.*
- **University Press of Virginia,** Charlottesville, VA: A grant of $10,000 for the *Papers of William Thornton,* vol. 1.



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SAA News

Free Catalog

The 1995 edition of the *SAA Publications Catalog* accompanies the September 1944 issue of *Archival Outlook*. More than 100 titles are featured, comprising a wide variety of critical archival resources. In addition, the catalog carries over twenty new titles.

An electronic copy of the catalog will be posted by October 1, 1994, in info@saa.mhs.compuserve.com.

M.A.S. Guidelines

The *Guidelines for the Development of a Curriculum for a Master of Archival Studies Degree* were approved by Council at its June meeting. The guidelines appear as an insert in the September 1994 issue of *Archival Outlook*.

Special Issue of *American Archivist*

The winter 1994 issue of the *American Archivist* (57:4) will be mailed to members and subscribers this month. This special "2020 Vision" issue, guest edited by Margaret Hedstrom and Larry Dowler, features the perspectives of experts outside of the archival profession regarding the long-range vision for the profession and SAA. The lively and interesting articles stem from papers delivered at five "2020 Vision" sessions, organized by the Committee on Goals and Priorities, at SAA's 1992 annual meeting in Montreal.

Authors: Please send prospective articles to Richard J. Cox, Editor, *American Archivist*, University of Pittsburgh, School of Library & Information Science, Pittsburgh, PA 15620.

CALENDAR

SAA

Washington, D.C.

August 25 - September 3, 1995

San Diego

September 1-8, 1996

For more information, contact: Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140

Meetings of Interest

October 22-23

Pest, Insect, and Fungus Management: Non-toxic fumigation and alternative control techniques for preserving cultural/historical properties and collections, Boston, MA.

November 3-6

Museum Computer Network annual conference, Seattle. Contact: MCN, 8782 Georgia Ave., Suite 501, Silver Spring, MD 20910.

March 14, 1995

National Archives and Records Administration (NARA) Tenth Annual Preservation Conference, "Moving Archives," Archives II Auditorium College Park, Maryland. Paper records (bound and loose), photographic film (rolls and sheets), maps and engineering drawings, and magnetic tape require special packaging and handling. Preregistration required: $50. Contact: Conference Coordinator, Preservation Policy and Services Division (NNP), National Archives at College Park, College Park, Maryland 20740-6001, (301) 713-6705, fax (301) 713-6653.

Dates of Interest

November 17, 1994

In cooperation with Temple University, the Presbyterian Historical Society is pleased to announce the annual Graduate History Lectures will be held Thursday, November 17 from 3:00 p.m. to 6:00 p.m. at 425 Lombard Street in Philadelphia. Presentations will be made on varied subjects beginning each hour. Refreshments will be served and admission is free.

November 18-19, 1994

The semiannual meeting of New England Archivists (NEA) will be held November 18-19 at the Omni Parker House Hotel in Boston, Massachusetts. Meeting will focus on archival visual materials, with emphasis on motion picture films and videotapes. The program has been planned to complement the annual meeting of the Association of Moving Image Archivists, a national organization that will convene at the Omni Parker Hotel November 14-19.

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of July 8, 1994, Baltimore, Maryland:

Steering Committee:

- approved the minutes of the February 23, 1994 Steering Committee meeting, with the following corrections:

  * p. 3, no. 9.d. — in line 9, change (*see appendix 5*) to (*see appendix 6*);

  * p. 4, no. 9.f. — in line 7, change (*see appendix 6*) to (*see appendix 7*);

- passed a motion accepting the Finding Aids Award Committee's recommendation to establish three award levels for the Finding Aids Award: 1st prize-$100, 2nd prize-$75, and 3rd prize-$50.

- passed a motion to increase the MARAC contribution to the National Coordinating Committee for the Promotion of History (NCCPH) from $500 to $600;

- passed a motion approving the proposed MARAC budget for fiscal year 1994/95, as recommended by the Finance Committee and with the amendments passed by the Steering Committee;

- passed a motion to present to the membership at the Richmond Business Meeting an amendment to the MARAC by-laws proposed by the Nominations and Elections Committee that the Steering Committee will vote on the question of removal of any Steering Committee member who fails to attend three consecutive meetings without a valid reason;

- passed a motion to present to the membership at the Richmond Business Meeting an amendment to the MARAC by-laws proposed by the Nominations and Elections Committee that the Nominations and Elections Committee Chair shall be the elected member who received the most votes;

- passed a motion approving a Nominations and Elections Committee proposal to offer travel reimbursement to all four Steering Committee meetings per year to new Steering Committee members on a two-year trial basis beginning in July 1995; and

- passed a motion to adjourn the Steering Committee meeting at 4:42 p.m.

The Chair reported:

- that Paula Williams has agreed to serve as chair of the Arline Custer Award Committee for the coming year;

- that he received a letter from the Catholic Diocesan Archivists regarding their upcoming meeting in Mundelein, Illinois, which he will refer to the Outreach Committee; and

- that he received a letter from Cynthia Swank, former MARAC Treasurer, asking MARAC to consider establishing a lending library of archival publications.

The Vice Chair reported:

- on past meetings:

  * that he has received a preliminary report on the New York City meeting from Local Arrangements Chair John Celardo reporting an estimated profit of $10,000 to $12,000 from 350 registrations, with Program Chair Robert Morris reporting 163 workshop participants and with the most popular session being that on the Thurgood Marshall papers.

Steering Committee also:

- received the report of the MARAC Secretary that she apologizes for the late transmission of the minutes, but that if everyone agrees she will continue to distribute the minutes via e-mail and fax, and that Steering Committee members are reminded that they are responsible for securing their MARAC manual from their predecessor;

- received the third quarter report of the MARAC Treasurer for fiscal year 1993/1994. This year's budget follows the recent pattern of declining income as the quarters progress, with a deficit in the 3rd quarter balanced by profit from the first two quarters, that publications sales and conference income continue to be high, and that the Membership category is overspent because of the unexpected expenses of the APEX grant proposal;

- received the report of the MARAC Administrator that membership is currently 1,143 that she has received 7 requests for caucus lists or other types of membership information in the last quarter, and that there have been three sales of the mailing list since the May meeting;

- received the report of the Education Committee that the Committee files have been transferred from the outgoing chair to the incoming chair and that the new chair is looking for three new committee members;

- received the report of the Finance Committee that the budget for the upcoming fiscal year contains several new categories to accommodate the regional assistance grant proposal and the scholarship program and that the symposia category under publications is set at zero because none are currently planned and that publication series was highly controversial;

- received the report of the *MAA* editor that the summer issue will go to the printer during the week following this meeting, that the summer issue will contain a listing of the new Steering Committee members, that information for the next issue is due by September 1, and that the question had been raised as to whether or not information on certification should be provided in the *MAA* given MARAC's vote in opposition to that program;

- received the report of the Ad Hoc Committee for the Scholarship Proposal that the Committee has incorporated the suggestions from the last Steering Committee meeting and that further changes would be made based on discussion at this meeting;

- received the report of the Outreach Committee that there will be an announcement in the summer *MAA* regarding the two brochures approved by the Steering Committee at the New York City meeting and that the third

brochure has been referred to the Publications Committee, that there are still some old MARAC t-shirts left and that the Committee is working on a new one, that the Committee is discussing establishing a MARAC presence at meetings of related organizations, and that the Committee is involved in discussions of a Regional Archives Week;

• received the report of the Membership Development Committee that the Committee will begin work in cooperation with the Publications Committee on a new membership brochure, that the Mentoring Program received applications from nine mentees for the New York City meeting but only one mentor, that the Committee is considering whether a special meeting is needed for mentors and mentees or whether the New Members' Orientation provides a sufficient forum, that the New Members' Orientation will be in the program for the Richmond meeting, and that the Committees recommend that new members be placed on committees in order to draw new people into MARAC activities;

• received the report of the Custer Award Committee that the Committee is considering approaching Ben Custer, the donor who endowed the award, in order to invite him to present the award at a future meeting;

• received the report of the Meetings Coordinating Committee (MCC) on future meetings:

* Fall 1994, Richmond, Virginia, October 27-29,-venue: Richmond Omni Hotel, Betsy Pittman, program chair, theme: "The Changing Archival Environment: Through Women's Eyes," Jodi Koste, local arrangements chair, reception at the Virginia Historical Society,

* Spring 1995, Baltimore, Maryland, April 21-23,-venue: Radisson Plaza Lord Baltimore Hotel, Thomas Hollowak, program chair, Laurie Baty, local arrangements chair to date, possibly to be a joint meeting with Oral History Mid-Atlantic Region (OHMAR), [The Steering Committee regrets that the late date at which the hotel was engaged resulted in a meeting held during Passover]

* Fall 1995, 1996, 1997, Wilmington, Delaware, 9-11 November,1995, 7-9 November, 1996, 6-8 November, 1997,-venue: Holiday Inn-Downtown, fixed meeting site and hotel, room rates: $69.00, Jon Williams, local arrangements chair for fall 1995, no other program or local arrangements chairs to date,

* Spring 1996, College Park, Maryland, May 2-4 (tentative),-venue: University of Maryland College Conference Center, no program or local arrangements chairs to date,

* Spring 1997, Charlottesville, Virginia, no dates or venue set, no program chair Marsha Trimble, local arrangements chair,

* Spring 1998, State College, Pennsylvania, no dates, venue, or committee chairs set;

• received the report of the Nominations and Elections Committee including the Committee's request that the MARAC Chair make another plea for increased member participation at the Richmond Business Meeting;

• received the report of the Finding Aids Award Committee that there will be a notice regarding the award in the next *MAA*;

• received the report of the Ad Hoc Committee for the APEX Grant Proposal to NHPRC that a letter had been received from the Commission that the grant application had been turned down; that a mailing had gone out regarding the program director position and project site prior to receiving the letter from the NHPRC, that verbal comments have been obtained from NHPRC staff, that copy had been pulled from the summer *MAA*, with an article substituted to inform people of the outcome of the grant and to ignore the mailing, that letters will be sent to cooperating state agencies to inform them of the grant status; and

• heard the Chair's plan for follow-up to the APEX grant including a meeting with NHPRC staff and discussion by the MARAC Steering Committee as to whether or not to proceed with another grant application.

News from the National Archives

National Archives Opens Exhibit on Vietnam

On Monday, August 8, 1994, the National Archives opened a facsimile exhibit entitled "The Paper Trail; Army Records from Vietnam" at the Washington National Records Center. The Center, located at 4205 Suitland Road, Suitland, MD, is open from 8 am - 4 pm, Monday - Saturday. The exhibit, which will remain on display indefinitely, consists of photographic images of day-to-day combat tactics of American troops in Vietnam. Items show how this "limited war of attrition" was in fact different, and in many respects more difficult, than previous conflicts. It emphasizes the use of humanitarian programs by the United States to try to win the loyalty and support of the Vietnamese people. The exhibit includes a selection of documents describing the surprise Tet offensive of 1968 and materials and comments about the legacies of the Vietnam experience.

The exhibit showcases a sampling of more than 30,000 cubic feet of records created by the Army and Joint Services headquarters in Vietnam, more than a third of which are currently available to researchers. The majority of Vietnam-related materials can be found in Record Group 472, Records of the U.S. Forces in Southeast Asia, 1950-175. Most of the open textual records are post-1965, the time of the American troop buildup. These materials are available at the National Archives Suitland, MD facility. The Still Picture and the Motion Picture, Sound and Video Branches, as well as the Center for Electronic Records, also hold documentation of the American experience in Vietnam at the National Archives in College Park, Maryland.

★★★★

Call For Volunteers to Join the National Archives Civil War Conservation Corps

The National Archives announced the formation of a Civil War Conservation Corps (CWCC) in Washington, DC to work on preservation of Civil War-era records. The National Archives sought enthusiastic individuals with an interest in history who were willing to volunteer their time to help preserve valuable documents relating to the Civil War. Those interested in volunteering called the National Archives Volunteer and Tour Office at (202) 501-5205. The deadline was July 20, 1994.

Volunteers will have the opportunity to work with original compiled military service records of Union troops. This project is part of a larger effort to make Civil War-era documents available on microfilm while preserving the originals. Participants in the project will be asked to work a six-hour day each week for a year. Archivists and conservators will provide training for the volunteers.

For more information about volunteer opportunities, write Patricia Eames, Volunteer Coordinator, Office of Public Programs, (NE), National Archives, Room G-8, Washington, DC 20408, or call (202) 501-5205.

★★★★

The National Historical Publications and Records Commission (NHPRC) is a Federal grant-making agency that focuses its resources on the documentary needs of the United States ——to save endangered historical documents, to make plans and set priorities for preserving archival materials, to help train those who work with records, and to make available through books and other forms of publications those documentary materials that inform scholars, teachers, students, and others about America's history.

The NHPRC announces its FY1995 application deadlines. These deadlines are October 1, 1994; February 1, 1995; and June 1, 1995. Different types of project activities are eligible against different deadlines and reflect the goals and objectives set forth in the NHPRC's strategic plan, *"To Protect a Priceless Legacy": The Preservation and Use of American's Historical Records.*

For the October 1, 1994, deadline: Priority Level Two activities:

Eligible projects include:

1. Current documentary editing projects that help document a range of historical subjects including the history of American women, the history of minority groups, and historical developments during and after the founding era.

2. Projects to help local organizations preserve records and make them accessible by providing grants to state historical records coordinators and boards for state regrants.

3. Projects to increase access to and use of records, based on recommendations in the reports of the historical Documents Study and the Society of American Archivists' Task Force on Goals and Priorities.

4. Projects working in collaboration with the Association for Documentary Editing to help editors resolve issues and improve techniques, tools, media, training, and standards for documentary editing.

For the February 1, 1995, deadline: Priority Levels Three and Four activities:

Eligible projects include:

1. New documentary projects, in various forms of publication, that help teachers improve history education and that help researchers pursue significant lines of inquiry in historical scholarship, as determined in consultation with the Organization of American Historians, the American Historical Association, and the American Association for State and Local History.

2. Those that continue the current cooperative agreement whereby the Council of State Historical Records Coordinators informs the Commission on needs and progress nationally.

3. Projects that help carry out the national agendas for archival progress put forward by the Society of Ameri-

News from the National Archives

can Archivists and the National Association of Government Archives and Records Administrators, with particular attention to needs for preservation, planning, training, and institutional self-evaluation.

4. Projects that increase document use by teachers, students, scholars, and the public.

5. Projects that encourage collaboration within the states to promote archival and records management by and among state and local governments.

For the June 1,1995, deadline: Priority Level One activities:

Eligible projects include:

1. Current documentary editing projects that document the formation of basic American political institutions—editions of the papers of Adams, Franklin, Jefferson, Madison, and Washington, and papers on the ratification of the Constitution, the First Federal Congress, the Supreme Court, and the beginning of U.S. foreign relations.

2. Projects for creating and updating state strategic plans for meeting records needs, based on the previous state assessments, and encompassing both documentary preservation and publication.

3. Projects to carry out the recommendations in the report of the Working Meeting on Research Issues in Electronic Records.

4. Projects to develop consortia and centers to edit documents, deal with documentation problems, raise funds for projects, share equipment and staff, and provide training as well as editing.

The Commission has guidelines that discuss eligible projects, outline application procedures, and offer advice on the granting process.

These materials may be requested by phone or by mail: NHPRC-NP, Room 607, National Archives Building, Washington, DC 20408, (202) 501-5610, (202) 501-5601 Fax.

★★★★

Recent Records Products

The following products from records projects funded by the National Historical Publications and Records Commission (NHPRC) have been recently released. Information concerning availability for purchase has been provided.

• Chicago Historical Society. *Deterioration Report for the Hedrich-Blessing Architectural Photograph Collection*. Chicago: Chicago Historical Society, 1993. Information concerning this report may be obtained by contacting the Prints and Photographs Department, Chicago Historical Society, Clark Street at North Avenue, Chicago, IL 60614; or call (312) 935-1071.

• Rutgers University Libraries, Special Collections and Archives. *Records of the International union of Electrical, Radio Machine Workers, AFL-CIO*:

Record Group II: Container List; Subgroup: Audio Tape (ca. 1952-1964); Subgroup: Legislative Department (ca. 1951-1962); Subgroup: Publicity Department (ca. 1948-1960)

Histories: Office of Secretary-Treasurer; Legal Department/Office of the General Counsel

Series Description: IUE Research & Education Department

Information on receiving photocopies of these items may be directed to Ronald L. Becker, Head, Special Collections, Rutgers University Libraries, New Brunswick, NJ 08903; or call (908) 932-7006.

• Amon Carter Museum. *Amon Carter Museum Archives Manual of Policies and Procedures; Collection Guide: Carlotta M. Corpron Papers; Collection Guide: Nell Dorr Papers; Collection Guide: Helen Post Papers; Collection Guide:: Clara E. Sipprell Papers; Photographic Records; Exhibition Files Box List*

Fort Worth: Amon Carter Museum, 1992. These products may be obtained on paper or diskette at cost by contacting Paula Stewart, Archivist, Amon Carter Museum, P.O. Box 2365, Fort Worth, TX 76113; or call (817) 738-1933.

• Tampa-Hillsborough County Public Library System. *The Burgert Brothers Photographic Collection.*

Tampa: Tampa-Hillsborough County Public Library System, 1993. Copies of this brochure, as well as information about the collection, are available by contacting the Special Collections Department, Tampa-Hillsborough Public Library, 900 North Ashley Drive, Tampa, FL 33602; or call (813) 273-3628.

• Louisiana Secretary of State, Division of Archives, Records Management, and History. *Clerk of Court Local Records Manual; Clerk of Court General Records Retention Schedule*

Baton Rouge: Louisiana Secretary of State, Division of Archives, Records Management, and History, 1993. Every clerk of court in the state has received two copies of the manual and schedule. For additional information, contact Donald Lemieux, State Archivist, Box 94125, Capitol Station, Baton Rouge, LA 70804-9125; or call (504) 922-0433.

Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, *Annotation*, which is published three times a year. If you would like to be placed on the mailing list to receive *Annotation*, contact the Commission at NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408; or phone (202) 501-5610.

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, 1993 - 1994 Fiscal Year
October 1, 1993 - June 30, 1994

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1992-93 Actual
REVENUE AND SUPPORT								
Membership Dues	$15,750.00	$11,825.00	$1,117.00	$475.25		85%	$13,417.25	$12,094.00
Publications Sales	450.00	1,387.38	836.41	682.52		667%	2,906.31	566.36
Pub. Advertising	1,200.00	216.00	216.00	481.00		76%	913.00	2,225.00
Bank Interest	1,500.00	368.28	869.15	214.33		97%	1,451.76	1,226.36
Conferences	6,000.00	14,763.56	9,600.00	490.32		416%	24,853.88	4,946.29
Mailing List Sales	160.00	0	0	60.00		38%	60.00	160.00
Contributions	360.00	121.00	0	0		34%	121.00	428.00
Miscellaneous	0	0	0	239.97		240%	239.97	0.00
Total Revenue and Support	**$25,410.00**	**28,681.22**	**$12,638.56**	**$2,643.39**		**175%**	**$43,963.17**	**$21,646.01**
EXPENSES								
General	$1,400.00	$62.42	$614.18	$513.45		85%	$1,190.05	$1,027.86
Administrator	3,300.00	1,056.94	405.39	1,423.51		88%	2,885.84	3,316.51
Treasurer	710.00	29.00	455.00	34.45		74%	518.45	512.89
Membership	1,250.00	243.34	703.42	666.81		130%	1,613.57	546.37
Committees	2,675.00	169.56	1,061.89	147.50		52%	1,378.95	2,835.38
Conference Advances	2,000.00	0	2,000.00	0		100%	2,000.00	550.00
Publications	10,700.00	2,258.00	2,167.00	2,189.00		62%	6,614.00	14,982.40
Awards	300.00	200.00	0	100.00		100%	300.00	300.00
Miscellaneous	50.00	0	0	0		0	0	22.00
Total Expenses	**$22,385.00**	**$4,019.26**	**$7,406.88**	**$5,074.72**		**74%**	**$16,500.86**	**$24,903.41**
NET INCOME or (NET LOSS)		**$24,661.96**	**$5,231.68**	**($2,431.33)**			**$27,462.31**	

SUMMARY

Opening Balance	**$71,032.16**
Income	2,643.39
Expenses	5,074.72
Closing Balance	**$68,600.83**

Cash Accounts

Checking Accts:	$7,318.37
Savings Accts:	15,357.87
Cert. of Dep:	45,924.59
Total	$68,600.83

Fund	Opening	Credits	Debits	Closing
Current	$31,103.16	$2,643.39	$5,074.72	$28,671.83
Endowment	6,929.00			6,929.00
Reserve	30,000.00			30,000.00
Surplus	3,000.00			3,000.00
Total	**$71,032.16**	**$2,643.39**	**$5,074.72**	**$68,600.83**

MARAC EXPENSE BUDGET – FY 1995
Mid-Atlantic Regional Archives Conference

Category	Budget Plan
GENERAL	
Secretary	100.00
Nat. Coord. Cmte.	600.00
Taxes Filing Fees	150.00
Legal Insurance	750.00
Subtotal	**$1,600.00**
ADMINISTRATOR	
Office Postage	$400.00
Printing Stationery	500.00
Salary (student wages)	900.00
Mailing Service Costs	
Mid-Atlantic Arch.	800.00
Membership Renewal	200.00
Ballots	350.00
Directory	300.00
Mailing Service	500.00
Subtotal	**$3,950.00**
TREASURER	
Postage-Bank Charges	$110.00
Accountant	600.00
Subtotal	**$710.00**
MEMBERSHIP	
State Caucuses	$1,500.00
Membership Renewal	250.00
Subtotal	**$1,500.00**
COMMITTEES	
Steering	$3,000.00
Nominating	300.00
Finance	50.00
Finding Aids Award	100.00
Custer Award	100.00
Outreach	325.00
Meetings Coord.	50.00
Education	250.00
Subtotal	**$4,175.00**

Category	Budget Plan
PUBLICATIONS	
Mid-Atlantic Arch.	$8,800.00
Technical Leaflets	1,400.00
Membership Directory	2,600.00
Symposia	0.00
Membership Brochure	800.00
Subtotal	**$13,600.00**
Conference Advances	$2,000.00
Awards	425.00
MARAC Scholarship	1,657.00
Grant Project Expenses	1,000.00
Miscellaneous	50.00
Total Expenses	**$30,667.00**

MARAC INCOME BUDGET– FY 1995

Category	Budget Plan
Membership dues	$16,500.00
Publications Sales	1,500.00
Publications Advertising	1,00.00
Bank Interest	1,900.00
Conferences	12,000.00
Mailing List Sales	160.00
Endowment Contrib. & Int.	150.00
Total Income	**$33,210.00**
Total Projected Income	**$33,210.00**
Total Projected Expenses	**$30,667.00**
Balance	**$2,543.00**

Session Abstracts

Education

David Ment, Head of Special Collections at Teachers College Library, observed that a major focus of the archival collecting program of Teachers College has been the politics and administration of urban education. The College has acquired an interrelated array of collections from public agencies, private schools, parent organizations, and individual participants in school controversies. Ment discussed the collections and also addressed the problems of documenting educational consumers (i.e., students) in institutional records.

Michele Hiltzik and Darwin Stapleton presented a survey of the holdings of the Rockefeller Archive Center, a major source for anyone studying the philanthropic underpinnings of global education. Using slides that contained images from the Rockefeller archive, the presenters offered insight into the ways in which Rockefeller's records document less traditional areas of education such as public health education, early twentieth century African-American education, developments in medical education, and special wartime programs.

Rhea Pliakas, Manager of University Records at Columbia University, discussed the methods and goals of an NHPRC-funded project to establish Columbia University's first archives and records management program. She outlined the ways in which a collection policy was developed for Columbia, and focused especially on the impact of New York City on Columbia's educational goals and programs, as well as Columbia's relationship with its surrounding urban environment.

★★★★

The Underside of Urban Life

1. Edward Rutsch, "The Location of Obnoxious but Necessary Aspects of City Life: New York City's Livestock Markets."

Mr. Rutsch related his experience at various archeological sites around New York City.

2. Timothy Gilfoyle, "Prostitutes in the Archives: Problems and Possibilities in the History of Sexuality."

Professor Gilfoyle discussed how the explosive growth in scholarly interest in the history of sexuality has raised provocative and difficult problems for historians and archivists alike. Focusing on prostitution, Gilfoyle described how previously ignored research materials, especially government archival sources have enabled historians to dramatically revise treatment of the topic. Gilfoyle examined five problems with the new sources and interpretations: the "voices" in these manuscripts are most often judges, police, and journalists, not the prostitutes; judicial and manuscript records have not been uniformly preserved throughout the country; the volume of records can be overwhelming in cities where they have been preserved (notably New York and Philadelphia); lower court records are often destroyed; and, how to balance privacy rights of individuals with access needs of historians. In conclusion, Gilfoyle suggested historians and archivists develop new and improved networks of cooperation to find ways to preserve these important historical research resources.

★★★★

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"Uses of Archives"

Speakers: Susan Glaser, New York City History Fair Coordinator for the Museum of the City of New York, NY; and John F. Reed, Directory of the Library at The New York Botanical Garden, Bronx, NY.

Susan Glaser began the session with "Beyond Textbooks: Urban Museum Programs," illustrating both visually and textually how the Museum developed educational materials. She described how the Museum's documents and photographs were used to develop a history education kit based on both the 1939 and the 1963 World's Fairs. Ms. Glaser explained how the materials were selected and distributed to various audiences. She showed videos and several presentation packets to the session. The second part of her presentation concerned the NYC History Fair held before National History Day, showing various videos illustrating ways in which students demonstrated their uses of research sources to compete for National History Day awards. Among the examples selected were both winning and nonwinning entries. The reasons why many projects were eliminated from the competition were discussed. She concluded with sketching plans for National History Day 1995.

The New York Botanical Garden traces the creation of its basic mission to the very first botanical garden in Padua, Italy. In America, The Garden has an even more direct lineage from the Elgin Botanic Garden, the first public botanical garden, founded in New York in 1801. In "The New York Botanical Archives — Records of the Past/Tools of the Future," John F. Reed discussed the archival collections held by the Garden; the official institutional archives, the "special collections," including photographs, botanical art, architectural plans, historical seed catalogs, and importance of these collections to the development of the Garden and its programs. He focused on four case histories: (1) restoration of the Conservatory, (2) reconstructing the Stout Daylily Garden, (3) the development of the Peggy Rockefeller Rose Garden, and (4) the study of urban forests under stress to describe the rich resources available for delving into the Garden's past — organizationally, horticulturally, and scientifically.

— Leonora A. Gidlund, Session Chair
NYC Dept. of Records & Information Services

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $10 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, Fax (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

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